



Michigan Supreme Court
State Court Administrative Office
Trial Court Services Division
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John D. Ferry, Jr., State Court Administrator

DATE: August 18, 2003

TO: Chief Circuit Judges
cc: Court Administrators, Friends of the Court

FROM: Nial Raaen, Director of Trial Court Services

SUBJ: SCAO Administrative Memorandum 2003-07 - Supplement
Confidentiality and Access to Friend of the Court Records

Model Local Administrative Order 1 (LAO1) was recently revised. Friend of the court offices must assess how they will separate confidential from non-confidential information and make arrangements for file or document viewing. The model order can be used to facilitate this process by providing model definitions and steps for parties or other qualified individuals to take to request access and reasonable time frames for friend of the court staff to respond to requests. You can obtain the model in various formats at <http://courts.michigan.gov/scao/resources/other/lao.htm#afoc>.

Courts choosing to use this model should customize it to their court and submit it to the State Court Administrative Office for approval pursuant to MCR 8.112. **In addition, by September 15, 2003, courts should rescind any previously approved LAO and resubmit utilizing the new model.**

If you have questions or are in need of further information, please contact Friend of the Court Bureau Analyst Tim Cole at 517-373-5975 or your regional administrator.